

Posting Date: July 7, 2006

Closing Date: July 20, 2006

**INTERPRETER CLERK
NORTHERN REGION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING TO FILL MULTIPLE **INTERPRETER/CLERK** POSITION (S) LOCATED IN THE HARTFORD OFFICE OF OUR NORTHERN REGION.

OPEN TO: The Public and State of Connecticut Employees

POSITION: Interpreter Clerk:

SALARY RANGE: \$34,419.00 – \$45,150.00 (CL 13)

LOCATION: 3580 Main Street
Hartford, CT 06120

DUTIES AND RESPONSIBILITIES: Acts as interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including computer terminals or other automated equipment.

EXPERIENCE AND TRAINING:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENT

Incumbents in this class may be required to travel.

Note: Spanish-speaking candidates are encouraged to apply.

Note: The positions will be filled by candidates who are eligible for appointment as an Interpreter Clerk, or the positions may be filled by candidates on existing Reemployment/SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should forward a **COMPLETED, ORIGINAL** State Employment Application (Form PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to:

**Ms. Delores Atwater, H. R. Assistant
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768**

APPLICATIONS MUST BE RECEIVED BY JULY 20, 2006 CLOSE OF BUSINESS

The Department of Social Services is an Equal Opportunity/Affirmative Action Employer

